

**SUMMARY OF THE  
QUALITY SYSTEMS COMMITTEE MEETING  
AUGUST 12, 2002**

The Quality Systems Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met by teleconference on Monday, August 12, 2002, at 1:00 p.m., Eastern Daylight Time (EDT). Chairperson David Mendenhall of the Utah Department of Health led the meeting. The List of Comments is shown in Attachment A. Action Items are shown in Attachment B. The List of Participants is shown in Attachment C. The purpose of the meeting was to address the agenda items that follow.

**INTRODUCTION**

Mr. Mendenhall called the meeting to order and took attendance. He welcomed new member Wilson Hershey to the Committee. Mr. Hershey will also be the liaison to the PBMS Subcommittee.

**APPROVAL OF PAST MINUTES**

No minutes were reviewed. The July 11 and July 22, 2002, minutes will be reviewed during the August 26, 2002, teleconference.

**SUBCOMMITTEE REPORTS**

***Asbestos***

Mike Beard, Co-chair of the Asbestos Subcommittee, reviewed the status of asbestos issues found in the comments. As requested during NELAC 8, the Asbestos Subcommittee has reviewed the language regarding "positive controls" and it is their opinion that provisions for "positive controls" are included throughout the text of the Appendix through the use of standard reference materials. The option of establishing a category entitled "positive controls" exists, if it is determined to be necessary.

***ISO***

As Bob Di Rienzo was not present during this call, this was deferred to the next teleconference.

**NEW AND UNRESOLVED COMMENTS**

Mr. Mendenhall opened discussion regarding the unassigned comments found on the comment list. He had prepared a table, to which new comments # 57 and #58 had been added. These comments are shown in Attachment B. Mr. Mendenhall will continue to contact members to solicit leads for unassigned comments. Mr. Mendenhall asked that as members finish an assignment, they circulate their findings to all members.

## **OLD BUSINESS**

Mr. Mendenhall reported that he had contacted Marti Casstevens for her input regarding possible dissolution of the Microbiology Subcommittee. Ms. Casstevens volunteered to remain on the Subcommittee as Chair, until the Subcommittee is dissolved. Betty Boros-Russo was requested to be the liaison, which she accepted. Mr. Mendenhall led the discussion of potential replacements for Ms. Casstevens on the Quality Systems Committee. He will continue to research potential candidates and report his findings at the next teleconference.

## **NEW BUSINESS**

No new business was presented.

## **FUTURE TELECONFERENCES**

The next teleconference is scheduled for Monday, August 26, 2002, at 1:00 p.m., EDT. Subsequent calls are scheduled for September 09, October 07, and November 11, 2002.

## **ADJOURNMENT**

There being no further business, the meeting was adjourned.

**LIST OF COMMENTS  
QUALITY SYSTEMS COMMITTEE MEETING  
AUGUST 12, 2002**

This is a chronological listing of comments received by the Quality Systems Committee. It also includes important issues that the committee chose to track by inclusion in this list. Where a comment received by the committee addressed more than one issue, these comments have been divided into parts to address each issue (e.g. 23A, 23B, 23C etc.).

1. New or reconditioned instruments.
2. Accrediting Authorities (AAs) recommendation on subcontracting.
3. Electronic signatures.
4. One standard calibration.
5. Electronic data and hard copy data.
6. PBMS subcommittee request for direction.
7. Culture media.
8. Quality Control Data in Final Report.
9. Editorial change: reference in 5.1.b to 1.9.2 should be to 1.8.2.
10. 5.11.1 Sample Tracking.
11. 5.9.4.2.2 Continuing Instrument Calibration Verification.
12. Testing Microbiology Samples for free chlorine.
13. Calibrating salinity, conductivity, temperature meters.
14. Sample Tracking and Continuing Calibration Verification.
  - 14A. Sample Tracking.
  - 14B. Continuing Calibration Verification.
15. Response to AIHA.
16. Blank Contamination.
17. Requirement for Continuing Calibration. for analysis on day when initial Calibration done.
18. Question from On-site committee concerning definition of temporal changes.
19. Relationship of EPA published methods to laboratory SOPs.
20. NELAC relationship with other Asbestos Accrediting Bodies.
21. Data Integrity.
22. PBMS language.
23. Comments on ISO 17025 draft.
  - 23A. Uncertainty, comment concerning section 5.5.4.6.1.
  - 23B. Uncertainty comment concerning section 5.5.4.6.2.
  - 23C. Instrument Calibration comment concerning section 5.5.5.2.2.
  - 23D. Initial Instrument Calibration comment concerning section 5.5.5.2.2.1.
  - 23E. Data qualifiers for Initial Calibration comment concerning section 5.9.4.2.1.g.
  - 23F. Two Standards and a Blank, One standard Calibration comment concerning section 5.9.4.2.1.i .

24. Comments on PBMS draft.
25. Tiered approach for PBMS.
26. Changes to ISO 17025 Document.
  - 26A. Quality Manual title page requirements 5.4.2.3.
  - 26B. Subcontracting.
27. Quality Manual Detail.
28. One standard calibration text.
29. Change to proposed PBMS draft.
30. Editorial changes to sections 5.4.3.3.3 and 5.5.4.7.2.
31. Comment on LCS.
32. Ideas on how to facilitate voting at Annual meeting.
33. Evaluation of MS/MSD and LCS.
  - 33A. Evaluation of MS/MSD.
  - 33B. Evaluation of LCS.
  - 33C. Editorial change regarding surrogates.
34. Referral to Accreditation Process Committee on NELAC relationship to other Accrediting Bodies.
35. Microbiology Filtration Series, Sanitizing Funnels.
36. Terms and Definitions.
37. Uncertainty.
38. Small Laboratory Issues.
39. Cross reference current NELAC standard and 17025 based standard.
40. Client Notification.
41. Relationship of the NELAC standard to QAPPS, SAPS and WAPS.
42. PQL/RL EPA guidance and NELAC standard relationship.
43. Change to subcontracting text in proposed ISO 17025 Draft.
44. Sample Receipt and Custody.
45. DOCs of individual parameters.
46. Revision to standard's Methods text
47. Calibration: change to section 5.9.4.2.1.f.
48. Use of most recent version of test method for Analyst training: Interpretation section of 5.6.2 (c)(4).
49. Calibration laboratory and calibration certificates.
50. Electronic records.
51. Inquiry about Degree granting institutions' accreditation for degrees beyond B.S. level.
52. Quantitation and Continuing Calibration, Two Standards and a blank, and Continuing Calibration variation.
  - 52A. Quantitation and Continuing Calibration comment concerning section 5.9.4.2.1.c.
  - 52B. Two Standards and a blank comment concerning section 5.9.4.2.1.i.
  - 52C. Continuing Calibration variation comment concerning section 5.9.4.2.2b.
53. Editorial renumbering change concerning sections D.1.1 a, b, c.
54. Continuing instrument calibration variation concerning section. 5.9.4.2.2.b.
55. Electronic Data Reporting standard.
56. Duplicate Analyses.
57. Use of ISO accredited support firms.
58. Unique ID number.

**ACTION ITEMS  
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<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	08/12/02	Mr. Mendenhall will research potential candidates to replace Ms. Casstevens on the Quality Systems Committee and report his findings at the next teleconference.	08/26/02
2.	07/22/02	Mr. Mendenhall will contact members to solicit leads for unassigned comments.	In progress
3.	07/22/02	Mr. Mendenhall will contact Ms. Casstevens for her input as to whether or not the Microbiology Subcommittee might now be dissolved.	Complete

**LIST OF PARTICIPANTS  
QUALITY SYSTEMS COMMITTEE MEETING  
AUGUST 12, 2002**

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